

## STATEMENT OF PURPOSE, ACCOMPLISHMENTS AND PROGRAM OUTLOOK

### Processing and Records Division

#### 1. STATEMENT OF PURPOSE

The Processing and Records Division is responsible for processing official personnel actions, maintaining the official inventory of Agency T/O positions and the official personnel records of Agency employees, and for operating a central processing service for personnel performing official travel.

#### 2. STATEMENT OF DEVELOPMENTS AND ACCOMPLISHMENTS

Prior to the reorganization of the Office of Personnel in September 1953, the processing and records activities were carried on in three different organizational components of the Office of Personnel. The processing of personnel actions and the maintenance of the position inventory and employee files were performed separately by the former Overt and Covert Personnel Divisions; the maintenance of applicant files and the preparation of correspondence were the responsibility of the Personnel Procurement Division. Consolidation of these functions in a single organizational unit has made it possible to consolidate records and establish uniform procedures for the handling of these functions. During the past year, emphasis has been placed on the standardization of Official Personnel Folders, insuring prompt handling of correspondence, and enlarging and improving services to employees departing for or returning from overseas assignments.

The extent of the services performed by the Processing and Records Division is conveniently described in statistical terms. During fiscal year 1954, the Division processed [REDACTED] security initiations as the first step in processing initial employment of prospective employees. [REDACTED] individuals were processed for entrance on duty in the Agency and [REDACTED] in-service personnel actions were completed. The Correspondence Branch, which prepares most of the applicant correspondence emanating from the Office of Personnel, prepared and dispatched 39,001 letters. The time lag for the preparation of this correspondence is usually within 24 hours of the receipt of a request in the Branch.

The services furnished by this Division make it possible for personnel who are performing official travel to complete necessary personal, transportation, medical, and incidental travel arrangements through a central point rather than through the many separate administrative offices concerned with these activities. During fiscal year

1954, the Branch assumed the additional function of arranging all travel reservations and handling all contacts with common carriers in connection with the transportation of Agency employees. Statistically the accomplishments of the Branch can be summarized as follows:

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Procedural improvements included a streamlined suspense system for periodic step-increases, establishment of a locator system to facilitate handling of credit, telephone and mail inquiries, and improved methods for controlling processing of personnel travelling overseas.

### 3. STATEMENT OF PROGRAM OUTLOOK

It is anticipated that the activities of the Processing and Records Division will continue at approximately their current level during the next year or two. Exceptions to this general outlook will be influenced by the impact of implementation of the procedures for admittance into the Career Staff. Plans for improving the services offered by this Division include the following:

a. Establishment of more effective control of Official Personnel Folders with particular emphasis being given to security considerations pertinent to the maintenance and dissemination of this type of information.

b. Providing more thorough briefing of departing travellers by improving procedures for obtaining detailed current information as to living conditions and general environmental factors at all overseas stations.

c. Continuing review and revision of form letters used in applicant correspondence to insure currency and to personalize writing as much as possible.